

# How to do Business with the City of Cambridge



**mbridge**



**A Word from**  
***Robert W. Healy,***  
***Cambridge City Manager***

The City of Cambridge is recognized as an excellent place to live, work, and do business. Maintaining the vitality of our small business sector is an important aspect of that economic health. The City of Cambridge purchases a variety of goods and services, and encourages Cambridge businesses to participate in its open, fair, and competitive procurement processes. This pamphlet has been prepared to assist those seeking to do business with the City and the Cambridge Public Schools, and is part of the City's ongoing effort to sustain a positive business climate.

**Robert W. Healy,**  
***City Manager***



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## **HOW TO DO BUSINESS WITH THE CITY OF CAMBRIDGE AND THE CAMBRIDGE PUBLIC SCHOOLS**

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### ***How do I get on the Bid List?***

Send your name, address and a product list or brochure to:

Cambridge Purchasing Department  
City Hall, Room 303,  
795 Massachusetts Avenue,  
Cambridge, MA 02139

Phone: 617-349-4310 Fax: 617-349-4008 TTY: 617-349-4242

### ***What bid laws and procedures does Cambridge follow?***

Cambridge is subject to the Massachusetts General Laws (MGL) Chapter 30B for the procurement of goods and services, MGL Chapter 30 §39M for public works projects and MGL Chapter 149 for public construction projects. The City may use state blanket contracts and may issue bids with other cities and towns.

Goods and services procurement procedures can be summarized as follows:

City Departments use:

- sound business practices for purchases under \$5,000;
- three written quotes, through the Purchasing Department, for purchases between \$5,000 and \$24,999;
- a formal bid, through the Purchasing Department, for purchases over \$25,000.

### ***How do I find out about upcoming bids?***

The City advertises its public works and construction bids in the “Cambridge Chronicle” and the Secretary of State’s “Central Register”. Other commodity and service procurements are advertised in the “Cambridge Chronicle” and, if estimated to be over \$100,000, in the Secretary of State’s “Goods and Services Bulletin”. Secretary of State publications are available at the State House Bookstore. All current procurements are posted on the bulletin board outside the Purchasing Department.

### ***What if my business is Cambridge-based, minority or women-owned?***

The City of Cambridge encourages the participation of Cambridge based and minority and women-owned businesses. The State Office of Minority and Women Business Assistance (SOMWBA) certifies minority and women-owned businesses. When requesting inclusion on the City’s bid list, please indicate that you are SOMWBA-certified and you will receive a copy of every formal bid issued by the Purchasing Department for your commodity or service.

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**CITY DEPARTMENT PHONE NUMBERS**

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Fire & Police Emergency	911
Affirmative Action Office	617-349-4331 TTY: 617-349-4242
Arts Council	617-349-4380 TTY: 617-492-0235
Assessing Department	617-349-4343 TTY: 617-349-4242
Budget Department	617-349-4270 TTY: 617-349-4242
Cable TV Office	617-349-4296 TTY: 617-349-4421
City Clerk's Office	617-349-4260 TTY: 617-349-4242
City Council Office	617-349-4280 TTY: 617-349-4242
City Manager's Office	617-349-4300 TTY: 617-349-4242
Community Development Department	617-349-4600 TTY: 617-349-4621
Commission for Persons with Disabilities	617-349-4692 TTY: 617-492-0235
Consumer's Council	617-349-6150 TTY: 617-349-6112
Electrical Department	617-349-4925 TTY: 617-492-0235
Emergency Communications	617-349-6911 TTY: 617-499-9924
Emergency Management	617-349-4842 TTY: 617-349-4805
Finance Department	617-349-4220 TTY: 617-349-4242
Fire Department	617-349-4900 TTY: 617-499-9924
Historical Commission	617-349-4683 TTY: 617-349-6112
Human Rights Commission	617-349-4396 TTY: 617-492-0235
Human Services Department	617-349-6200 TTY: 617-492-0235
Inspectional Services	617-349-6100 TTY: 617-349-6112
Kid's Council	617-349-6239 TTY: 617-492-0235
Law Department	617-349-4121 TTY: 617-349-4242
Library	617-349-4040 TTY: 617-349-4421
License Commission	617-349-6140 TTY: 617-349-6112
Management Information Systems (MIS)	617-349-4140 TTY: 617-349-6112
Mayor's Office	617-349-4321 TTY: 617-349-4242
Personnel Department	617-349-4332 TTY: 617-349-4242
Police Department	617-349-3300 TTY: 617-499-9924
Purchasing Department	617-349-4310 TTY: 617-349-4242
School Department	617-349-6400 TTY: 617-492-0235
Traffic, Parking & Transportation Department	617-349-4700 TTY: 617-349-4621
Veterans' Services	617-349-4761 TTY: 617-492-0235
Water Department	617-349-4770 TTY: 617-492-0235
Women's Commission	617-349-4697 TTY: 617-492-0235

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## RESOURCES

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**Cambridge Business Development Center (CBDC)** ..... 617-349-4690  
494 Massachusetts Avenue, Suite 4, Cambridge, MA 02139  
Web: [www.cbdc.org](http://www.cbdc.org)

CBDC offers a number of workshops including how to start a business, business planning, branding, Internet strategy, a legal clinic, and mentoring growth groups.

**Cambridge Chamber of Commerce** ..... 617-876-4100  
859 Massachusetts Avenue, Cambridge, MA 02139  
Web: [www.cambridgechamber.org](http://www.cambridgechamber.org)

The Cambridge Chamber of Commerce is a not-for-profit membership organization dedicated to serving the needs of the Cambridge business community.

**Cambridge Office for Tourism** ..... 617-441-2884  
Web: [www.cambridge-usa.org](http://www.cambridge-usa.org)

The Cambridge Office for Tourism website provides a wide variety of resources for visitors to the City including listings of accommodations, arts & entertainment, bookstores, museums & attractions, lectures, and restaurants.

**Center for Women and Enterprise** ..... 617-536-0700  
1135 Tremont Street, Suite 480, Boston, MA 02120  
Web: [www.cweonline.org](http://www.cweonline.org)

CWE offers a comprehensive range of programs and services designed for entrepreneurs at all stages of business development.

### **CITY OF CAMBRIDGE:**

**Cambridge Employment Opportunities** ..... 617-349-4332  
Web: [www.cambridgema.gov/jobs.cfm](http://www.cambridgema.gov/jobs.cfm)

**Community Development Department** ..... 617-349-4600  
Web: [www.cambridgema.gov/~CDD](http://www.cambridgema.gov/~CDD)

■ **Economic Development Division** ..... 617-349-4637  
Web: [www.cambridgema.gov/~CDD/econdev/index.html](http://www.cambridgema.gov/~CDD/econdev/index.html)

The City of Cambridge engages in a wide range of community economic development activities designed to foster a diversified and thriving economic base. EDD offers programs in the following areas: supporting entrepreneurship, preserving a strong employment base, revitalizing commercial districts and promoting a dynamic business climate.

#### **Department of Human Service Programs**

■ **Office of Workforce Development** ..... 617-349-6234  
Web: [www.cambridgema.gov/~DHSP/owd](http://www.cambridgema.gov/~DHSP/owd)

The Office of Workforce Development builds partnerships between schools, community-based organizations, and the business sector to expand employment and training opportunities for Cambridge residents. OWD assesses and responds to the unmet needs of the local workforce.

**Commonwealth Corporation** ..... 617-727-8158  
Regional Office, 529 Main Street, Suite 110, Boston, MA 02129  
Web: [www.commcop.org](http://www.commcop.org)

The Business and Employee Services Division of the Commonwealth Corporation provides business start-up training to aspiring entrepreneurs, consulting services, and assistance with implementation of worker-training strategies.

**Community Economic Development Assistance Corporation . . . 617-727-5944**

18 Tremont Street, Suite 1020, Boston, MA 02108

**Web:** [www.cedac.org](http://www.cedac.org)

CEDAC is a development lender. The agency combines technical assistance with access to capital to help its non-profit partners bring their housing, workforce and neighborhood economic development ideas to fruition.

**Jewish Vocational Services . . . . . 617-451-8147**

105 Chauncy Street, Boston, MA 02111

**Web:** [www.jvs-boston.org](http://www.jvs-boston.org)

JVS provides assistance with small business loans and loan packaging, workforce development services, and one-on-one technical assistance and mentoring to small businesses.

**Massachusetts Alliance for Economic Development (MAED) . . . 617-247-7800**

25 Research Drive, Westborough, MA 01582

**Web:** [www.massecon.com](http://www.massecon.com)

MAED, a private, non-profit partnership of business, industry leaders, and government dedicated to the economic growth of Massachusetts, offers a site finder service, information resources, and an industry and research park directory.

**Massachusetts Association of Community**

**Development Corporations (MACDC) . . . . . 617-426-0303**

**Web:** [www.macdc.org](http://www.macdc.org)

MACDC is a trade association that supports efforts of community development corporations in the areas of affordable housing development and rehab, commercial real estate development, employment training, small business development, and community organizing.

**Massachusetts Department of Business and Technology (DBT) . . 617-727-8380**

**Web:** [www.mass.gov/ded](http://www.mass.gov/ded)

DBT is responsible for attracting, retaining, and spreading economic prosperity throughout the state. DBT carries out its mission through four agencies that are charged with stimulating ongoing economic development.

■ **Massachusetts Office of Business Development (MOBD) . . . . 617-973-8600**

Greater Boston Region, 10 Park Plaza, Suite 3720, Boston, MA 02116

**Web:** [www.state.ma.us/mobd](http://www.state.ma.us/mobd)

MOBD operates five regional offices that help public and private companies obtain the human, financial and technical resources necessary to grow and prosper.

■ **Massachusetts Office of Travel and Tourism (MOTT) . . . . . 617-973-8500**

10 Park Plaza, Suite 4510, Boston, MA 02116

**Web:** [www.massvacation.com](http://www.massvacation.com)

MOTT is responsible for overseeing an annual advertising and promotions program that stimulates travel to the Commonwealth, as well as supporting the state's travel business and tourism markets.

■ **Massachusetts Trade Office (MassTrade) . . . . . 617-973-8650**

10 Park Plaza, Suite 3720, Boston, MA 02116

**Web:** [www.mass.gov/ded](http://www.mass.gov/ded)

MassTrade works to expand the Massachusetts economy by marketing the state's businesses internationally, developing exporting relationships and attracting foreign direct investment to the state.

- **State Office of Minority & Women Business Assistance (SOMWBA)** ..... 617-973-8692  
10 Park Plaza, Suite 3740, Boston, MA 02116  
Web: [www.state.ma.us/somwba](http://www.state.ma.us/somwba)  
SOMWBA is a state agency, which helps to promote the development of minority and women-owned business enterprises and non-profit organizations.

**Massachusetts Micro-Enterprise Coalition (MMEC)** ..... 617-426-0303  
C/O MACDC, 99 Chauncy St. 5th Floor, Boston, MA 02111  
Web: [www.massmicroec.org](http://www.massmicroec.org)  
MMEC members provide services to entrepreneurs and small businesses including loan services, business education, and technical assistance.

**Massachusetts Operational Services Division** ..... 617-720-3300  
One Ashburton Place, Room 1017, Boston, MA 02108  
Commonwealth Procurement Access & Solicitation System (Comm-PASS)  
Web: [www.state.ma.us/OSD/](http://www.state.ma.us/OSD/)  
Comm-PASS is a web-based system that facilitates access to bids, contracts and other procurement-related information.

**Massachusetts Technology Development Corporation (MTDC)** .. 617-723-4920  
40 Broad Street, Suite 818, Boston, MA 02109  
Web: [www.mtdc.com](http://www.mtdc.com)  
MTDC is a capital venture firm that addresses the “capital gap,” investing in the start-up and expansion of early-stage technology companies operating in the state.

**MassBedrock**  
Web: [www.massbedrock.org](http://www.massbedrock.org)  
Web-based MassBedrock offers information about business and economic development in the state including a database of resources and a directory for business assistance.

**MassDevelopment** ..... 617-451-2477  
75 Federal Street, Boston, MA 02110  
Web: [www.massdevelopment.com](http://www.massdevelopment.com)  
MassDevelopment assists with financing, development and real estate services to advance projects that support job creation and community development across Massachusetts.

**Massport** ..... 617-428-2800  
1 Harborside Drive, Boston, MA 02128  
Web: [www.massport.com](http://www.massport.com)  
Massport is an independent public authority which develops, promotes and manages airports, the seaport and transportation infrastructure to enable Massachusetts and New England to compete successfully in the global marketplace. Visit Massport’s website for information on “Doing Business with Massport.”

**United States Small Business Administration (SBA)** ..... 617-565-5590  
Massachusetts District Office, Thomas P. O’Neill Federal Building  
10 Causeway Street, Room-265, Boston, MA 02222-1093  
Web: [www.sba.gov/ma/index.html](http://www.sba.gov/ma/index.html)  
The SBA aids, counsels, assists and protects the interest of small business and helps families and businesses recover from national disasters. SBA offers financial assistance, federal government contracting assistance, business information services, advocacy for small business, disaster assistance, and business information, counseling and training locally.

## **United States Small Business Administration (SBA) - Continued**

### ■ **Business Information Centers (BICs)**

Thomas P. O'Neill Federal Building  
10 Causeway Street, 2nd Floor, Boston, MA 02222-1093  
Web: [www.sba.gov/bi/bics/index.html](http://www.sba.gov/bi/bics/index.html)

BICs, supported by local SBA offices, provide a library of resources for a broad variety of business start-up and development issues as well as access to state-of-the-art computer hardware and software for writing business and marketing plans.

### ■ **Massachusetts Small Business Development**

#### **Center Network (MSBDC) ..... 413-545-6301**

227 Insenberg School of Management, University of Massachusetts,  
121 Presidents Drive, Amherst, MA 01003-9310  
Web: <http://msbdc.som.umass.edu>

The MSBDC Network offers free one-on-one business counseling, educational workshops, management training, and women and minority loan pre-qualification assistance at counseling centers throughout the state including Boston College, Salem State College, and the Minority Business Center at UMASS, Boston. The Massachusetts Export Center, State Transportation Bldg., 10 Park Plaza, Suite 4510, Boston, MA 02116, part of MSBDC, is a one-stop resource for export assistance.

### ■ **SCORE ..... 617-565-5591**

Thomas P. O'Neill Federal Building  
10 Causeway Street, 2nd Floor, Boston, MA 02222-1093  
Web: [www.scoreboston.org](http://www.scoreboston.org)

SCORE volunteers are retired and active executives who serve as counselors to small businesses. Services include free, confidential counseling and mentoring and low-cost seminars.

## **U. S. Department of Commerce**

### ■ **Bureau of Economic Analysis**

Web: [www.bea.doc.gov](http://www.bea.doc.gov)

### ■ **Economic Development Administration**

Web: [www.commerce.gov](http://www.commerce.gov)

### ■ **International Trade Administration**

Web: [www.ita.doc.gov](http://www.ita.doc.gov)

### ■ **Minority Business Development Agency ..... 888-324-1551**

Web: [www.mbda.gov](http://www.mbda.gov)

The MBDA helps with debt and equity financing, marketing opportunities, and facilitating strategic alliances.

## **U. S. Trade and Development Agency ..... 703-875-4357**

Web: [www.tda.gov](http://www.tda.gov)

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## **WEBSITES FOR WOMEN & MINORITIES**

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**Asian Women in Business ..... Web:** [www.awib.org](http://www.awib.org)

**Child Care Resource Center, Inc. .... Web:** [www.ccrinc.org](http://www.ccrinc.org)

**Concilio Hispano De Cambridge, Inc. .... Web:** [www.conciliohispano.org](http://www.conciliohispano.org)

**Minority, Micro-Enterprise,**

**Small Business in Massachusetts (MSBM) ..... Web:** [www.msbm.org](http://www.msbm.org)

**The Women in Business Connection (WIBC) ..... Web:** [www.wibconnection.org](http://www.wibconnection.org)

**YWCA of Cambridge ..... Web:** [www.ywcacam.org](http://www.ywcacam.org)





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**Robert W. Healy**

*City Manager*

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**Richard C. Rossi**

*Deputy City Manager*

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**City Council**

*Mayor Michael Sullivan*

*Vice Mayor Henrietta Davis*

*Councillor Marjorie C. Decker*

*Councillor Anthony D. Galluccio*

*Councillor David P. Maher*

*Councillor Brian Murphy*

*Councillor Kenneth E. Reeves*

*Councillor E. Denise Simmons*

*Councillor Timothy Toomey, Jr.*

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The City of Cambridge does not discriminate on the basis of disability. The City will provide auxiliary aids and services, written manuals in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon request.

For more information, call the Commission for Persons with Disabilities, 617-492-0235 (TTY/TDD). You may also use the Deaf Relay Service Number, 1-800-439-2370, to contact us directly.

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**CITY OF CAMBRIDGE**

795 Massachusetts Avenue

Cambridge, Massachusetts 02139

617-349-4000

**Web Address:** [www.cambridgema.gov](http://www.cambridgema.gov)

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